



# Training Tips

Reminders for the upcoming fiscal year

Employer Advisory Committee

May 7, 2014

## Reduced Workload Program

- The applications for members who are entering into the RWP in fiscal year 2014/2015 should be turned in by June 30<sup>th</sup>.
- Contact your Member Account Services representative if you have a member in the RWP that will return to work full time.

## Community College Districts

- Part time, adjunct and adult education instructor contracts, collective bargaining agreements and employment agreements are due by July 1<sup>st</sup>.
- These should be submitted in PDF format through the Secure Employer Website.

## Monthly and supplemental reports

- Monthly and supplemental files for the 2013-2014 fiscal year must be submitted by 5pm August 13<sup>th</sup>.

- New hires not currently in our system should be given the permissive election form and entered into REAP once the forms are completed.
- Verify the status of all your employees before the fiscal year begins.
- Use the fast track tools (MR87 or Match Files) to do this.

Questions?



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